



How to Apply for Travel

Civilian Human Resource Training Application System - CHRTAS

Main Menu

WELCOME TEST!

Student Functions

- Create/Update CHRTAS Profile
- Prepare Application
- Review / Edit Applications
- Resend Approval Request Email
- Create / Edit Travel Worksheets**
- Request Cancellation
- Logoff

Adjunct Faculty Functions

- Adjunct Faculty Profile
- Create / Edit Adjunct Faculty Travel Worksheets

Supervisor Functions

- Supervisor Review/Approval

Help

- How To
- Student Tutorial (MS PowerPoint .98MB)
- Contact Help Desk
- CHRTAS Bulletin Board

Links

- Privacy and Security Statement

United States Army
Individual Installation
HR Solutions
Command
Civilian Human Resources Agency

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From the Student Main Page, select Create/Edit Travel Worksheet



How to Apply for Travel

Civilian Human Resource Training Application System - CHRTAS Main Menu

Student Functions

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United States Army
Individual Installation
HR Solutions
Civilian Human Resources Agency
Command

Please sign in below:

Social Security
Date of birth

Please select your category

- Army
- Air Force
- Navy
- Marine Corps
- 4th Estate Civilian Employee
- DOD Contractor
- Non-DOD Contractor
- Non-DOD Civilian

Logon!

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Select your category using drop down menu.



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Civilian Human Resource Training Application System - CHRTAS

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- CHRTAS Bulletin Board

Links

- Privacy and Security Statement



Please sign in below:

Army

Social Security No: 123 - 12 - 1234

Date of birth: Jan 01 1925

Logon!

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Once you have selected your category, enter SSN and DOB, then click on LOGON

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How to Apply for Travel

Civilian Human Resource Training Application System - CHRTAS Main Menu

 8/4/2004

CHRTAS Application System

If the agency you have selected is wrong, press the back button.

Welcome to the Civilian Human Resource Training Application System (CHRTAS)

You have selected to logon as the member of the organization displayed below:

Army

Selecting the wrong organization may adversely affect your application(s) for training. If your selection is incorrect, Press the 'Go Back' button to correct your selection.

To continue, press the 'Continue' button below:

[<< Go Back](#)

[Continue >>](#)

If your correct agency appears, press the Continue button.

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The system will verify your category, based on your selection, during logon procedures. If your correct category appears, press the Continue button. If this is not your category, use your browser back button and select the correct category.



How to Apply for Travel

Civilian Human Resource Training Application System - CHRTAS

Main Menu



8/4/2004

CHRTAS Application System

Travel worksheets will be available 45 days prior to the start date of your class.

Click on a course below to access the Travel Requirements Worksheet

Course	Location	Start Date	End Date	Current Status
GB7AA76	ABERDEEN PROVING, MD	4/18/2005	4/22/2005	Pending Approval

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Travel Worksheets

Review/Amend Travel Orders

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When you get to this page, there will be worksheets available ONLY if you have a valid training reservation. If your application is still pending, or you have been confirmed as a WAIT, you will be unable to access a travel worksheet.



How to Apply for Travel

Civilian Human Resource Training Application System - CHRTAS Main Menu

 8/4/2004

CHRTAS Application System

Travel worksheets will be available 45 days prior to the start date of your class.

Click on a course below to access the Travel Requirements Worksheet

Course	Location	Start Date	End Date	Current Status
QB7AA76	ABERDEEN PROVING, MD	4/18/2005	4/22/2005	Pending Approval

[Questions? Problems? Suggestions? Please email us now.](#)

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To access a travel worksheet for a particular course, simply click on that course.

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How to Apply for Travel

Origin Airport Code: [Click here to search for an airport code](#)

Will you elect to drive regardless of the mileage (POV)? ☒ Yes ☐ No

Enter government airfare cost: \$ (Enter nearest dollar amount) [Click here](#)

Maximum lodging rate per day for this location: \$ (Enter nearest dollar amount)

Are you requesting any special travel variations? ☐ No ☒ Yes

Any special travel variations must be annotated in the Remarks/Comments block

Additional Requirements:

Privately Owned Auto

☐ For round trip transportation (home/school)

☐ For TDY vicinity

☐ To/From residence and terminal

☐ Driver ☐ With Passenger/s:

☐ Passenger

Taxi or Public Transportation

☒ To/From residence and terminal

☐ To/From terminal and TDY lodging

☐ TDY vicinity (occasional)

☐ Hotel Parking

☐ Hotel Taxes

☐ Airport Parking (restricted to cost of round trip airport shuttle/taxi)

☐ Telephone Calls IAW JTR

☐ Laundry (for courses that exceed 10 days)

☐ Shipping/Postage for course materials

☐ ATM Fees


☐ Toll Charges

Remarks/Comments for CHRA

Please enter any comments you would like seen by CHRA

Aug 4 2004 9:33AM: Jul 28 2004 3:57PM: I want to attend this location at these rates.

8/4/2004

CHRTAS Application System

Student Travel Requirements Worksheet

Student Information	Application Information
SSN: 123-12-1234 Name: TEST, TEST	FY: 2005 School: 010 Course: GB7AA76 Phase: Class: 001
DOB: 1/1/1925	Course Title: A76 FOR HR PROFESSIONALS
Phone: (232) 232-2322	School Name: Civilian Human Resource Management School
Duty Location: SPRINGLAKE, CA	Class Location: ABERDEEN PROVING, MD
Resident: WOODBRIDGE, CA	Start Date: 4/18/2005
eMail: ihill@asmr.com	End Date: 4/22/2005
Supervisor Name: SUPERVISOR	Delivery Method: Classroom
Supervisor Phone: (232) 232-2322	Remarks: None
Supervisor eMail: altassup@asmr.com	

Travel Request

Travel Requirement: TDY And Return Means: Privately Owned Mode: Motorcycle

TDY Worksheet

Travel allowance estimates are based on roundtrip cost of airfare from the Origin Airport Code (taken from your student profile) to the class location. If the Origin Airport Code is incorrect/blank, please update.

Desired TDY Start Date: 17 Apr 2005

Origin Airport Code: [Click here to search for an airport code](#)

Will you elect to drive regardless of the mileage (POV)? ☒ Yes ☐ No

Enter government airfare cost: \$ (Enter nearest dollar amount) [Click here to look up government airfare rates](#)

Maximum lodging rate per day for this location: \$ (Enter nearest dollar amount) [Click here to search for per diem rate for this location](#)

Are you requesting any special travel variations? ☐ No ☒ Yes

Any special travel variations must be annotated in the Remarks/Comments block for CHRA approval.

Additional Requirements:

Privately Owned Auto

☐ For round trip transportation (home/school)

☐ For TDY vicinity

☐ To/From residence and terminal

☐ Driver ☐ With Passenger/s:

☐ Passenger

Taxi or Public Transportation

☒ To/From residence and terminal

☐ To/From terminal and TDY lodging

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Student Travel Worksheet


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How to Apply for Travel

Applicant information brought in from application

Civilian Human Resource Training Application System - CHRTAS Main Menu

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CHRTAS Application System

Student Travel Requirements Worksheet

Student Information	Application Information
SSN: 123-12-1234 Name: TEST, TEST DOB: 1/1/1925 Phone: (232) 232-2322 Duty Location: SPRINGLAKE, CA Resident: WOODBRIDGE, CA eMail: thill@asmr.com	FY: 2005 School: 010 Course: GB7AA76 Phase: Class: 001 Course Title: A76 FOR HR PROFESSIONALS School Name: Civilian Human Resource Management School Class Location: ABERDEEN PROVING, MD Start Date: 4/18/2005 End Date: 4/22/2005 Delivery Method: Classroom Remarks: None
Supervisor Name: SUPERVISOR Supervisor Phone: (232) 232-2322 Supervisor eMail: altassup@asmr.com	

Travel Request

Travel Requirement: Means: Mode:

TDY Worksheet

Travel allowance estimates are based on roundtrip cost of airfare from the Origin Airport Code (taken from your student profile) to the class location. If the Origin Airport Code is incorrect/blank, please update.

Desired TDY Start Date:

Origin Airport Code: [Click here to search for an airport code](#)

Will you elect to drive regardless of the mileage (POV)?

Enter government airfare cost: \$ (Enter nearest dollar amount) [Click here to look up government airfare rates](#)

Maximum lodging rate per day for this location: \$ (Enter nearest dollar amount) [Click here to search for per diem rate for this location.](#)

Are you requesting any special travel variations?

Any special travel variations must be annotated in the Remarks/Comments block for CHRA approval.

Additional Requirements:

Privately Owned Auto

☐ For round trip transportation (home/school)

☐ For TDY vicinity

☐ To/From residence and terminal

☐ Driver ☐ With Passenger/s:

☐ Passenger

Taxi or Public Transportation

☒ To/From residence and terminal

☐ To/From terminal and TDY lodging

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How to Apply for Travel

The first step is to select your travel requirement.


You have 3 choices:

1. No Travel Required

2. TDY and Return

3. Local Mileage

Civilian Human Resource Training Application System - CHRTAS Main Menu

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CHRTAS Application System

Student Travel Requirements Worksheet

Student Information	Application Information
SSN: 123-12-1234 Name: TEST, TEST DOB: 1/1/1925 Phone: (232) 232-2322 Duty Location: SPRINGLAKE, CA Resident: WOODBRIDGE, CA eMail: ihill@asmr.com Supervisor Name: SUPERVISOR Supervisor Phone: (232) 232-2322 Supervisor Mail: altassup@asmr.com	FY: 2005 School: 010 Course: GB7AA76 Phase: Class: 001 Course Title: A76 FOR HR PROFESSIONALS School Name: Civilian Human Resource Management School Class Location: ABERDEEN PROVING, MD Start Date: 4/18/2005 End Date: 4/22/2005 Delivery Method: Classroom Remarks: None

Travel Request

Travel Requirement: TDY And Return Means: Privately Owned Mode: Motorcycle

TDY Worksheet

Travel allowance includes Local Mileage up to cost of airfare from the Origin Airport Code (taken from your student profile) to the class location. If the Origin Airport Code is incorrect/blank, please update.

Desired TDY Start Date: 11/1/2005

Origin Airport Code: [Click here to search for an airport code](#)

Will you elect to drive regardless of the mileage (POV)? Yes

Enter government airfare cost: \$ 0 (Enter nearest dollar amount) [Click here to look up government airfare rates](#)

Maximum lodging rate per day for this location: \$ 0 (Enter nearest dollar amount) [Click here to search for per diem rate for this location](#)

Are you requesting any special travel variations? No
Any special travel variations must be annotated in the Remarks/Comments block for CHRA approval.

Additional Requirements:

Privately Owned Auto

☐ For round trip transportation (home/school)
☐ For TDY vicinity
☐ To/From residence and terminal
☐ Driver ☐ With Passenger/s:
☐ Passenger

Taxi or Public Transportation

☒ To/From residence and terminal
☐ To/From terminal and TDY lodging


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CHRTAS Application System

Student Travel Requirements Worksheet

Student Information	Application Information
SSN: 123-12-1234 Name: TEST, TEST DOB: 1/1/1925 Phone: (232) 232-2322 Duty Location: SPRINGLAKE, CA Resident: WOODBRIDGE, CA eMail: ihill@asmr.com Supervisor Name: SUPERVISOR Supervisor Phone: (232) 232-2322 Supervisor eMail: aitassup@asmr.com	FY: 2005 School: 010 Course: GB7AA76 Phase: Class: 001 Course Title: A76 FOR HR PROFESSIONALS School Name: Civilian Human Resource Management School Class Location: ABERDEEN PROVING, MD Start Date: 4/18/2005 End Date: 4/22/2005 Delivery Method: Classroom Remarks: None

Travel Request

Travel Requirement: **Means:** **Mode:**

Remarks/Comments: seen by CHRA

Press to submit Travel Requirements Worksheet to CHRA

[Questions? Problems? Suggestions? Please email us now.](#)

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For the first demonstration, we will pick No Travel Required. You will notice that the travel worksheet changes based on the Travel Request selection.



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CHRTAS Application System

Student Travel Requirements Worksheet

Student Information	Application Information
SSN: 123-12-1234 Name: TEST, TEST DOB: 1/1/1925 Phone: (232) 232-2322 Duty Location: SPRINGLAKE, CA Resident: WOODBRIDGE, CA eMail: ihill@asmr.com Supervisor Name: SUPERVISOR Supervisor Phone: (232) 232-2322 Supervisor eMail: altassup@asmr.com	FY: 2005 School: 010 Course: GB7AA76 Phase: Class: 001 Course Title: A76 FOR HR PROFESSIONALS School Name: Civilian Human Resource Management School Class Location: ABERDEEN PROVING, MD Start Date: 4/18/2005 End Date: 4/22/2005 Delivery Method: Classroom Remarks: None

Travel Request

Travel Requirement: No Travel Required	Means: Privately Owned	Mode: Motorcycle
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Remarks/Comments for CHRA

Please enter any comments you would like seen by CHRA

Press to submit Travel Requirements Worksheet to CHRA

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Only travel “means” and “mode” are available for a Travel Requirement of “No Travel Required”



How to Apply for Travel

Civilian Human Resource Training Application System - CHRTAS

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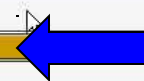
8/4/2004

CHRTAS Application System

Student Travel Requirements Worksheet

Student Information	Application Information
SSN: 123-12-1234 Name: TEST, TEST DOB: 1/1/1925 Phone: (232) 232-2322 Duty Location: SPRINGLAKE, CA Resident: WOODBRIDGE, CA eMail: ihill@asmr.com Supervisor Name: SUPERVISOR Supervisor Phone: (232) 232-2322 Supervisor eMail: aitassup@asmr.com	FY: 2005 School: 010 Course: GB7AA76 Phase: Class: 001 Course Title: A76 FOR HR PROFESSIONALS School Name: Civilian Human Resource Management School Class Location: ABERDEEN PROVING, MD Start Date: 4/18/2005 End Date: 4/22/2005 Delivery Method: Classroom Remarks: None

Travel Request

Travel Requirement: **Means:** **Mode:** 

Remarks/Comments for CHRA
Please enter any comments you would like seen by CHRA

[Press to submit Travel Requirements Worksheet to CHRA](#)

[Questions? Problems? Suggestions? Please email us now.](#)

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Select the mode of travel you will be using.



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Civilian Human Resource Training Application System - CHRTAS

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CHRTAS Application System


Student Travel Requirements Worksheet

Student Information	Application Information
SSN: 123-12-1234 Name: TEST, TEST DOB: 1/1/1925 Phone: (232) 232-2322 Duty Location: SPRINGLAKE, CA Resident: WOODBRIDGE, CA eMail: ihilt@asmr.com Supervisor Name: SUPERVISOR Supervisor Phone: (232) 232-2322 Supervisor eMail: altassup@asmr.com	FY: 2005 School: 010 Course: GB7AA76 Phase: Class: 001 Course Title: A76 FOR HR PROFESSIONALS School Name: Civilian Human Resource Management School Class Location: ABERDEEN PROVING, MD Start Date: 4/18/2005 End Date: 4/22/2005 Delivery Method: Classroom Remarks: None

Travel Request
Travel Requirement: **Means:** **Mode:**

Remarks/Comments for CHRA
Please enter any comments you would like seen by CHRA

I need \$10 for parking and tolls



Press to submit Travel Requirements Worksheet to CHRA

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Travel Worksheets

Review/Amend Travel Orders

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Enter any remarks that may be needed.



How to Apply for Travel

Civilian Human Resource Training Application System - CHRTAS

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CHRTAS Application System

Student Travel Requirements Worksheet

Student Information	Application Information
SSN: 123-12-1234 Name: TEST, TEST DOB: 1/1/1925 Phone: (232) 232-2322 Duty Location: SPRINGLAKE, CA Resident: WOODBRIDGE, CA eMail: ihill@asmr.com Supervisor Name: SUPERVISOR Supervisor Phone: (232) 232-2322 Supervisor eMail: altassup@asmr.com	FY: 2005 School: 010 Course: GB7AA76 Phase: Class: 001 Course Title: A76 FOR HR PROFESSIONALS School Name: Civilian Human Resource Management School Class Location: ABERDEEN PROVING, MD Start Date: 4/18/2005 End Date: 4/22/2005 Delivery Method: Classroom Remarks: None


Travel Request

Travel Requirement: **Means:** **Mode:**

Remarks/Comments for CHRA

Please enter any comments you would like seen by CHRA

I need \$10 for parking and tolls



Press to submit Travel Requirements Worksheet to CHRA

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Once you are finished, press the Submit button.

Travel Worksheets

Review/Amend Travel Orders


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How to Apply for Travel

Civilian Human Resource Training Application System - CHRTAS [Main Menu](#)

 8/4/2004

CHRTAS Application System

This is a confirmation that you have decided to close your Travel Worksheet because No travel is required.

FY: 2005 School: 010 Course: GB7AA76 Phase: Class: 001

Course Title: A76 FOR HR PROFESSIONALS

School Name: Civilian Human Resource Management School

Class Location: ABERDEEN PROVING, MD

Start Date: 4/18/2005 End Date: 4/22/2005

Delivery Method: Classroom

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You have now indicated that you DO NOT require any funding for travel. The system confirms that you do not need funding and that no worksheet will be required.

Travel Worksheets	Review/Amend Travel Orders	Download Acrobat	Logout
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How to Apply for Travel

Civilian Human Resource Training Application System - CHRTAS Main Menu

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CHRTAS Application System

Travel worksheets will be available 45 days prior to the start date of your class.

Click on a course below to access the Travel Requirements Worksheet

Course	Location	Start Date	End Date	Current Status
GB7AA76	ABERDEEN PROVING, MD	4/18/2005	4/22/2005	Pending Approval

[Questions? Problems? Suggestions? Please email us now.](#)

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We will use the same course in this next demonstration and choose a different travel requirement.



How to Apply for Travel

Civilian Human Resource Training Application System - CHRTAS Main Menu

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CHRTAS Application System

Student Travel Requirements Worksheet	
Student Information	Application Information
SSN: 123-12-1234 Name: TEST, TEST DOB: 1/1/1925 Phone: (232) 232-2322 Duty Location: SPRINGLAKE, CA Resident: WOODBRIDGE, CA eMail: ihill@asmr.com Supervisor Name: SUPERVISOR Supervisor Phone: (232) 232-2322 Supervisor eMail: aitassup@asmr.com	FY: 2005 School: 010 Course: GB7AA76 Phase: Class: 001 Course Title: A76 FOR HR PROFESSIONALS School Name: Civilian Human Resource Management School Class Location: ABERDEEN PROVING, MD Start Date: 4/18/2005 End Date: 4/22/2005 Delivery Method: Classroom Remarks: None
Travel Request	
Travel Requirement: <input type="text" value="Local Mileage"/> Means: <input type="text" value="Privately Owned"/> Mode: <input type="text" value="Auto"/>	
Local Mileage Worksheet	
You may claim \$ 0.36 per mile for mileage to class that exceeds your normal commute to work. According to your training application. Your residence is located in : WOODBRIDGE, CA And your duty station is located in : SPRINGLAKE, CA	

[Press to submit Travel Requirements Worksheet to CHRA](#)

[Questions? Problems? Suggestions? Please email us now.](#)

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Using the same course, we will select Local Mileage. You notice that this selection returns a different worksheet. Travel Mode available for a Travel Requirement of Local Mileage is Auto and Motorcycle.



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CHRTAS Application System

Student Travel Requirements Worksheet

Student Information	Application Information
SSN: 123-12-1234 Name: TEST, TEST DOB: 1/1/1925 Phone: (232) 232-2322 Duty Location: SPRINGLAKE, CA Resident: WOODBRIDGE, CA eMail: ihill@asmr.com Supervisor Name: SUPERVISOR Supervisor Phone: (232) 232-2322 Supervisor eMail: aitassup@asmr.com	FY: 2005 School: 010 Course: GB7AA76 Phase: Class: 001 Course Title: A76 FOR HR PROFESSIONALS School Name: Civilian Human Resource Management School Class Location: ABERDEEN PROVING, MD Start Date: 4/18/2005 End Date: 4/22/2005 Delivery Method: Classroom Remarks: None

Travel Request

Travel Requirement: Means: Mode:

Local Mileage Worksheet

You may claim \$ 0.36 per mile for mileage to class that exceeds your normal commute to work.
According to your training application.

Your residence is located in : WOODBRIDGE, CA
And your duty station is located in : SPRINGLAKE, CA
This class is being conducted in : ABERDEEN PROVING, MD

CALCULATION:

Distance between residence and duty station :	0.00 miles	The system calculation of this mileage is only an estimate for planning purposes. Although the actual mileage might vary, CHRA will make the final decision on mileage reimbursement.
Distance between residence and class :	2933.15 miles	
You may claim (round trip) :	5866 miles	
Number of class days :	5 days	
Your claim may not exceed :	\$10,558.80*	*If Zero, you are not entitled to Local Mileage

Remarks/Comments for CHRA

Please enter any comments you would like seen by CHRA

The system does mileage calculations based upon your residence, your duty location and the class location.



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The system performs a simple calculation IAW the JTR. It determines the distance between your home of residence and your duty station. Then it calculates the distance between your residence and your class location. If the distance between your residence and your class location is less than your duty station, you are not entitled to local mileage. Press the submit at the bottom of the page.

Travel Requirement: Local Mileage Means: Privately Owned Mode: Auto

Local Mileage Worksheet

You may claim \$ 0.36 per mile for mileage to class that exceeds your normal commute to work, according to your training application.

Your residence is located in: WOODBRIDGE, CA
And your duty station is located in: SPRINGLAKE, CA
This class is being conducted in: ABERDEEN PROVING, MD

CALCULATION:

Distance between residence and duty station:	0.00 miles	The system calculation of this mileage is only an estimate for planning purposes. Although the actual mileage might vary, CHRA will make the final decision on mileage reimbursement.
Distance between residence and class:	2933.15 miles	
You may claim (round trip):	5866 miles	
Number of class days:	5 days	
Your claim may not exceed:	\$10,558.80*	*If Zero, you are not entitled to Local Mileage

Remarks/Comments for CHRA

Please enter any comments you would like seen by CHRA

Aug 4 2004 12:39PM

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[Press to submit Travel Requirements Worksheet to CHRA](#)



How to Apply for Travel

Acquisition Training Application System (ACQTAS) Main Menu

Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000 End Date: 08 Dec 2000
Delivery Method: Classroom

Travel Request:

Travel Requirement:
Are you a government travel credit card holder?

Local Mileage Worksheet:

You may claim 32.5 cents per mile for mileage to class that exceeds your normal commute to work. According to your training application.

Your residence is located in : SPRINGFIELD, VA
And your duty station is located in : ARLINGTON, VA
This class is being conducted in : FT BELVOIR, VA

CALCULATION: If Zero, you are not entitled to Local Mileage
Distance between residence and duty station : 14 miles

Once you are finished, press the Submit button.

Parking Per day: \$

Remarks/Comments for the Travel Manager for your component:

Disabilities Special Requirements
☐ Other requirements (be specific)
☐ Remarks/Comments

Travel orders received by the due date will be emailed to you.
You will need the Adobe Acrobat reader/printer software in order to print out your travel order. If you do not already have it on your computer, use this intervening time to consult with your local LAN or internal administrator to download a copy from: <http://www.adobe.com/products/acrobat/readermain.html>



Press to submit Travel Requirements Worksheet

[Questions? Problems? Suggestions? Please email us now.](#)

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logoff



How to Apply for Travel

Civilian Human Resource Training Application System - CHRTAS		Main Menu
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CHRTAS Application System		
The travel request for TEST, TEST to attend the following course has been submitted to CHRA.		
<p>FY: 2005 School: 010 Course: GB7AA76 Phase: Class: 001 Course Title: A76 FOR HR PROFESSIONALS School Name: Civilian Human Resource Management School Class Location: ABERDEEN PROVING, MD Start Date: 4/18/2005 End Date: 4/22/2005 Delivery Method: Classroom</p>		
		
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Travel Request has been submitted to CHRA

Travel Worksheets	Review/Amend Travel Orders	Download Acrobat	Logoff
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Civilian Human Resource Training Application System - CHRTAS Main Menu

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CHRTAS Application System

Travel worksheets will be available 45 days prior to the start date of your class.

Click on a course below to access the Travel Requirements Worksheet

Course	Location	Start Date	End Date	Current Status
GB7AA76	ABERDEEN PROVING, MD	4/18/2005	4/22/2005	Pending Approval

[Questions? Problems? Suggestions? Please email us now.](#)

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The system returns you to the course selection for your travel worksheet. If you had selected Local Mileage as previously shown, and you made this selection in error, simply click on the course and begin again. If you do not need any funding or are finished, click on the Main Menu link in the upper right hand corner.

Travel Worksheets	Review/Amend Travel Orders	Download Acrobat	Logoff
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How to Apply for Travel

Civilian Human Resource Training Application System - CHRTAS Main Menu

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CHRTAS Application System

Travel worksheets will be available 45 days prior to the start date of your class.

Click on a course below to access the Travel Requirements Worksheet

Course	Location	Start Date	End Date	Current Status
GB7AA76	ABERDEEN PROVING, MD	4/18/2005	4/22/2005	Pending Approval

[Questions? Problems? Suggestions? Please email us now.](#)

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We will use the same course in this next demonstration and choose a different travel requirement.



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CHRTAS Application System

Student Travel Requirements Worksheet	
Student Information	Application Information
SSN: 123-12-1234 Name: TEST, TEST DOB: 1/1/1925 Phone: (232) 232-2322 Duty Location: SPRINGLAKE, CA Resident: WOODBRIDGE, CA eMail: ihill@asmr.com Supervisor Name: SUPERVISOR Supervisor Phone: (232) 232-2322 Supervisor eMail: altassup@asmr.com	FY: 2005 School: 010 Course: GB7AA76 Phase: Class: 001 Course Title: A76 FOR HR PROFESSIONALS School Name: Civilian Human Resource Management School Class Location: ABERDEEN PROVING, MD Start Date: 4/18/2005 End Date: 4/22/2005 Delivery Method: Classroom Remarks: None

Travel Request

Travel Requirement: TDY And Return Means: Privately Owned Mode: Motorcycle

TDY Worksheet

Travel allowance estimates are based on roundtrip cost of airfare from the Origin Airport Code (taken from your student profile) to the class location. If the Origin Airport Code is incorrect/blank, please update.

Desired TDY Start Date: 17 Apr 2005

Origin Airport Code: Click here to search for an airport code

Will you elect to drive regardless of the mileage (POV)? Yes

Enter government airfare cost: \$ 0 (Enter nearest dollar amount) Click here to look up government airfare rates

Maximum lodging rate per day for this location: \$ 0 (Enter nearest dollar amount) Click here to search for per diem rate for this location.

Are you requesting any special travel variations? No

Any special travel variations must be annotated in the Remarks/Comments block for CHRA approval.

Additional Requirements:

Privately Owned Auto

☐ For round trip transportation (home/school)

☐ For TDY vicinity

☐ To/From residence and terminal

☐ Driver ☐ With Passenger/s:

☐ Passenger

Taxi or Public Transportation

☒ To/From residence and terminal

☐ To/From terminal and TDY lodging

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On this travel worksheet,
we will select TDY and
return.



How to Apply for Travel

Civilian Human Resource Training Application System - CHRTAS

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CHRTAS Application System

Student Travel Requirements Worksheet

Student Information

SSN: 123-12-1234 Name: TEST, TEST
DOB: 1/1/1925
Phone: (232) 232-2322
Duty Location: SPRINGLAKE, CA
Resident: WOODBRIDGE, CA
eMail: ihill@asmr.com
Supervisor Name: SUPERVISOR
Supervisor Phone: (232) 232-2322
Supervisor eMail: altassup@asmr.com

Application Information

FY: 2005 School: 010 Course: GB7AA76 Phase: Class: 001
Course Title: A76 FOR HR PROFESSIONALS
School Name: Civilian Human Resource Management School
Class Location: ABERDEEN PROVING, MD
Start Date: 4/18/2005
End Date: 4/22/2005
Delivery Method: Classroom
Remarks: None

Travel Request

Travel Requirement: TDY And Return Means: Privately Owned Mode: Motorcycle

TDY Worksheet

Travel allowance estimates are based on roundtrip cost of airfare from Origin Airport Code (taken from your student profile) to the class location. If the Origin Airport Code is incorrect/blank, please update.

Desired TDY Start Date: 17 Apr 2005

Origin Airport Code: [Click here to search for airport codes](#)

Will you elect to drive regardless of the mileage (POV)? Yes

Enter government airfare cost: \$0 (Enter nearest dollar amount) [Click here to look up government airfare rates](#)

Maximum lodging rate per day for this location: \$0 (Enter nearest dollar amount) [Click here to search for per diem rate for this location](#)

Are you requesting any special travel variations? No

Any special travel variations must be annotated in the Remarks/Comments block for CHRA approval.

Additional Requirements:

Privately Owned Auto

☐ For round trip transportation (home/school)
☐ For TDY vicinity
☐ To/From residence
☐ Driver
☐ Passenger

Taxi or Public Transport

☒ To/From residence and terminal
☐ To/From terminal and TDY lodging

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Use the drop down menu to select your Means of Transportation.


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Civilian Human Resource Training Application System - CHRTAS

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CHRTAS Application System

Student Travel Requirements Worksheet

Student Information	Application Information
SSN: 123-12-1234 Name: TEST, TEST DOB: 1/1/1925 Phone: (232) 232-2322 Duty Location: SPRINGLAKE, CA Resident: WOODBRIDGE, CA eMail: ihill@asmr.com Supervisor Name: SUPERVISOR Supervisor Phone: (232) 232-2322 Supervisor eMail: altassup@asmr.com	FY: 2005 School: 010 Course: GB7A.A76 Phase: Class: 001 Course Title: A76 FOR HR PROFESSIONALS School Name: Civilian Human Resource Management School Class Location: ABERDEEN PROVING, MD Start Date: 4/18/2005 End Date: 4/22/2005 Delivery Method: Classroom Remarks: None

Travel Request

Travel Requirement: TDY And Return Means: Commercial Mode: Air

TDY Worksheet

Travel allowance estimates are based on roundtrip cost of airfare from the Origin Airport Code (from your student profile) to the class location. If the Origin Airport Code is incorrect/blank, please update.

Desired TDY Start Date: 17 Apr 2005

Origin Airport Code: [Click here to search for an airport code](#)

Will you elect to drive regardless of the mileage (POV)? Yes

Enter government airfare cost: \$ 0 (Enter nearest dollar amount) [Click here to look up government airfare rates](#)

Maximum lodging rate per day for this location: \$ 0 (Enter nearest dollar amount) [Click here to search for per diem rate for this location](#)

Are you requesting any special travel variations? No

Any special travel variations must be annotated in the Remarks/Comments block for CHRA approval.

Additional Requirements:

Privately Owned Auto

☐ For round trip transportation (home/school)
☐ For TDY vicinity
☐ To/From residence:
☐ Driver
☐ Passenger

Taxi or Public Transportati...

☒ To/From residence and terminal
☐ To/From terminal and TDY lodging

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Use the drop down menu to select your Mode of Transportation.


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CHRTAS Application System

Student Travel Requirements Worksheet

Student Information	Application Information
SSN: 123-12-1234 Name: TEST, TEST DOB: 1/1/1925 Phone: (232) 232-2322 Duty Location: SPRINGLAKE, CA Resident: WOODBRIDGE, CA eMail: ihill@asmr.com Supervisor Name: SUPERVISOR Supervisor Phone: (232) 232-2322 Supervisor eMail: aitassup@asmr.com	FY: 2005 School: 010 Course: GB7AA76 Phase: Class: 001 Course Title: A76 FOR HR PROFESSIONALS School Name: Civilian Human Resource Management School Class Location: ABERDEEN PROVING, MD Start Date: 4/18/2005 End Date: 4/22/2005 Delivery Method: Classroom Remarks: None

Travel Request

Travel Requirement: TDY And Return Means: Commercial Mode: Air

TDY Worksheet

Travel allowance estimates are based on roundtrip cost of airfare from the Origin Airport Code (taken from your student profile) to the class location. If the Origin Airport Code is incorrect/blank, please update.

Desired TDY Start Date: 17 Apr 2005

Origin Airport Code: [Click here to search for an airport code.](#)

Will you elect to drive regardless of the mileage (POV)? Yes

Enter government airfare cost: \$ 0 (Enter nearest dollar amount) [Click here to look up government airfare rates](#)

Maximum lodging rate per day for this location: \$ 0 (Enter nearest dollar amount) [Click here to search for per diem rate for this location.](#)

Are you requesting any special travel variations? No

Any special t

Additional Re

Privately Ow

☐ For i

☐ For

☐ To/From residence and terminal

☐ Driver

☐ Passenger

☐ With Passenger/s:

Taxi or Public Transportation

☒ To/From residence and terminal

☐ To/From terminal and TDY lodging

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On this travel worksheet, we have selected TDY and Return, Commercial Plane.


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Student Travel Requirements Worksheet

Student Information	Application Information
SSN: 123-12-1234 Name: TEST, TEST DOB: 1/1/1925 Phone: (232) 232-2322 Duty Location: SPRINGLAKE, CA Resident: WOODBRIDGE, CA eMail: ihill@asmr.com Supervisor Name: SUPERVISOR Supervisor Phone: (232) 232-2322 Supervisor eMail: altassup@asmr.com	FY: 2005 School: 010 Course: GB7AA76 Phase: Class: 001 Course Title: A76 FOR HR PROFESSIONALS School Name: Civilian Human Resource Management School Class Location: ABERDEEN PROVING, MD Start Date: 4/18/2005 End Date: 4/22/2005 Delivery Method: Classroom Remarks: None

Travel Request

Travel Requirement: TDY And Return Means: Commercial Mode: Air

TDY Worksheet

Travel allowance estimates are based on roundtrip cost of airfare from the Origin Airport Code (taken from your student profile) to the class location. If the Origin Airport Code is incorrect/blank, please update.

Desired TDY Start Date: 17 Apr 2005

Origin Airport Code: [Click here to search for an airport code](#)

Will you elect to drive regardless of the mileage (POV)? Yes

Enter government airfare cost: \$ 0 (Enter nearest dollar amount) [Click here to look up government airfare rates](#)

Maximum lodging rate per day for this location: \$ 0 (Enter nearest dollar amount) [Click here to search for per diem rate for this location.](#)

Are you requesting any special travel variations? No

Any special travel variations in

Additional Requirements:

Privately Owned Auto

☐ For round trip transportation
☐ For TDY vicinity
☐ To/From residence and to
☐ Driver
☐ Passenger

Taxi or Public Transportation

☒ To/From residence and terminal
☐ To/From terminal and TDY lodging

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The next block is the Origin Airport Code. If you don't know your airport code, click on the search for airport code link



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CHRTAS Application System

Student Travel Requirements Worksheet

Student Information	Application Information
SSN: 123-12-1234 Name: TEST, TEST DOB: 1/1/1925 Phone: (232) 232-2322 Duty Location: SPRINGLAKE, CA Resident: WOODBRIDGE, CA eMail: ihill@asmr.com Supervisor Name: SUPERVISOR Supervisor Phone: (232) 232-2322 Supervisor eMail: aitassup@asmr.com	<div>Airport Lookup - Microsoft Internet Explorer</div> <div>Airport Code Lookup In order to find a three character Airport Code for the desired Airport, enter any consecutive characters that you know are contained in the city or state where the Airport is located. Note that the state is stored in two character format and not spelled out. Therefore, if you want to find all Airports in cities containing the word Beach, enter 'beach' in the input field under Step 1 and click the 'Retrieve!' button under Step 2.</div> <div><div>Step 1 <input type="text"/></div><div>Step 2 <input type="button" value="Retrieve!"/></div></div> <div>Questions? Problems? Suggestions? Please email us now</div> <div>THIS WEB SITE IS FOR OFFICIAL USE ONLY</div>

Travel Request
Travel Requirement: TDY And Return

TDY Worksheet
Travel allowance estimates are based on roundtrip c
Desired TDY Start Date: 17 Apr 2005
Origin Airport Code: [Click here to search](#)
Will you elect to drive regardless of the mileage?
Enter government airfare cost: \$ (Enter nearest dollar amount)
Maximum
Are you re
Any speci
Additional
Privately C
☐ F
☐ F
☐ T
☐ D
☐ Passenger
Taxi or Public Transportation
☒ To/From residence and terminal
☐ To/From terminal and TDY lodging


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You may enter a portion of the city name to have the system look for your airport code. Type in a few letters and click the Retrieve button.



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CHRTAS Application System

Student Travel Requirements Worksheet

Student Information **Application Information**

SSN: 123-12-1234 Name: TEST, TEST
DOB: 1/1/1925
Phone: (232) 232-2322
Duty Location: SPRINGLAKE, CA
Resident: WOODBRIDGE, CA
eMail: ihill@asmr.com
Supervisor Name: SUPERVISOR
Supervisor Phone: (232) 232-2322
Supervisor eMail: aitassup@asmr.com

Travel Request

Travel Requirement: TDY And Return

TDY Worksheet

Travel allowance estimates are based on roundtrip c
Desired TDY Start Date: 17 Apr 2005
Origin Airport Code: [Click here to search](#)
Will you elect to drive regardless of the mileage?
Enter government airfare cost: \$ (Enter)
Maximum lodging rate per day for this location
Are you requesting any special travel variation
Any special travel variations must be annotated
Additional Requirements:
Privately Owned Auto
☐ For round trip transportation (home/school)
☐

Airport Lookup - Microsoft Internet Explorer

Airport Code Lookup

In order to find a three character Airport Code for the desired Airport, enter any consecutive characters that you know are contained in the city or state where the Airport is located. Note that the state is stored in two character format and not spelled out. Therefore, if you want to find all Airports in cities containing the word Beach, enter 'beach' in the input field under Step 1 and click the 'Retrieve!' button under Step 2.

Step 1 **Step 2**

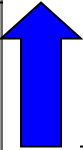
The following Airports match the criteria you entered. Click on the airport code to update your application with that airport.

Code	Description
BWM	BALTIMORE-WASHINGTON INTERNATIONAL
IAD	DULLES
HGR	WASHINGTON COUNTY REGIONAL AIRPORT
DCA	WASHINGTON NATIONAL AIRPORT
IAD	WASHINGTON-DULLES INTERNATIONAL

[Questions? Problems? Suggestions? Please email us now.](#)

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incorrect/blank, please update.




This is the system return screen based on my selection of "wash". To select your airport code, simply click on the code link.



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CHRTAS Application System

Student Travel Requirements Worksheet	
Student Information	Application Information
SSN: 123-12-1234 Name: TEST, TEST DOB: 1/1/1925 Phone: (232) 232-2322 Duty Location: SPRINGLAKE, CA Resident: WOODBRIDGE, CA eMail: ihill@asmr.com Supervisor Name: SUPERVISOR Supervisor Phone: (232) 232-2322 Supervisor eMail: altassup@asmr.com	FY: 2005 School: 010 Course: GB7AA76 Phase: Class: 001 Course Title: A76 FOR HR PROFESSIONALS School Name: Civilian Human Resource Management School Class Location: ABERDEEN PROVING, MD Start Date: 4/18/2005 End Date: 4/22/2005 Delivery Method: Classroom Remarks: None

Travel Request
Travel Requirement: <input type="text" value="TDY And Return"/> Means: <input type="text" value="Commercial"/> Mode: <input type="text" value="Air"/>

TDY Worksheet
Travel allowance estimates are based on roundtrip cost of airfare from the Origin Airport Code (taken from your student profile) to the class location. If the Origin Airport Code is incorrect/blank, please update. Desired TDY Start Date: <input type="text" value="17"/> <input type="text" value="Apr"/> <input type="text" value="2005"/> Origin Airport Code: <input type="text" value="IAD"/> Click here to search for an airport code Will you elect to drive regardless of the mileage (POV)? <input type="text" value="Yes"/>  Enter government airfare cost: \$ <input type="text" value="250"/> (Enter nearest dollar amount) Click here to look up government airfare rates Maximum lodging rate per day for this location: \$ <input type="text" value="0"/> <input type="text" value="No"/> (nearest dollar amount) Click here to search for per diem rate for this location Are you requesting any special travel variations? <input type="text" value="No"/> Any special travel variations must be annotated in the Remarks/Comments block for CHRA approval.

Additional Requirements:
Privately Owned Auto <input type="checkbox"/> For round trip transportation (home/school) <input type="checkbox"/> For TDY vicinity <input type="checkbox"/> To/From residence and terminal <input type="checkbox"/> Driver <input type="checkbox"/> With Passenger/s: <input type="text"/> <input type="checkbox"/> Passenger Taxi or Public Transportation <input checked="" type="checkbox"/> To/From residence and terminal <input type="checkbox"/> To/From terminal and TDY lodging

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Indicate whether or not you are willing to drive.



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Student Travel Requirements Worksheet	
Student Information	Application Information
SSN: 123-12-1234 Name: TEST, TEST DOB: 1/1/1925 Phone: (232) 232-2322 Duty Location: SPRINGLAKE, CA Resident: WOODBRIDGE, CA eMail: ihill@asmr.com Supervisor Name: SUPERVISOR Supervisor Phone: (232) 232-2322 Supervisor eMail: altassup@asmr.com	FY: 2005 School: 010 Course: GB7A.A76 Phase: Class: 001 Course Title: A76 FOR HR PROFESSIONALS School Name: Civilian Human Resource Management School Class Location: ABERDEEN PROVING, MD Start Date: 4/18/2005 End Date: 4/22/2005 Delivery Method: Classroom Remarks: None

Travel Request
Travel Requirement: TDY And Return **Means:** Commercial **Mode:** Air

TDY Worksheet

Travel allowance estimates are based on roundtrip cost of airfare from the Origin Airport Code (taken from your student profile) to the class location. If the Origin Airport Code is incorrect/blank, please update.

Desired TDY Start Date: 17 Apr 2005
Origin Airport Code: IAD [Click here to search for an airport code](#)
Will you elect to drive regardless of the mileage (POV)? Yes
Enter government airfare cost: \$ 250 (Enter nearest dollar amount) [Click here to look up government airfare rates](#)
Maximum lodging rate per day for location: \$ 0 (Enter nearest dollar amount) [Click here to search for per diem rate for this location.](#)
Are you requesting any special travel variations? No
Any special travel variations must be annotated in the Remarks/Comments block for CHRA approval.

Additional Requirements:
Privately Owned Auto
☐ For round trip transportation (home/school)
☐ For TDY vicinity
☐ To/From residence and terminal
☐ Driver ☐ With Passenger/s:
☐ Passenger
Taxi or Public Transportation
☒ To/From residence and terminal
☐ To/From terminal and TDY lodging

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Enter the cost of your airline travel.



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Civilian Human Resource Training Application System - CHRTAS

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CHRTAS Application System

Student Travel Requirements Worksheet

Student Information	Application Information
SSN: 123-12-1234 Name: TEST, TEST DOB: 1/1/1925 Phone: (232) 232-2322 Duty Location: SPRINGLAKE, CA Resident: WOODBRIDGE, CA eMail: ihill@asmr.com Supervisor Name: SUPERVISOR Supervisor Phone: (232) 232-2322 Supervisor eMail: aitassup@asmr.com	FY: 2005 School: 010 Course: GB7AA76 Phase: Class: 001 Course Title: A76 FOR HR PROFESSIONALS School Name: Civilian Human Resource Management School Class Location: ABERDEEN PROVING, MD Start Date: 4/18/2005 End Date: 4/22/2005 Delivery Method: Classroom Remarks: None

Travel Request

Travel Requirement: TDY And Return Means: Commercial Mode: Air

TDY Worksheet

Travel allowance estimates are based on roundtrip cost of airfare from the Origin Airport Code (taken from your student profile) to the class location. If the Origin Airport Code is incorrect/blank, please update.

Desired TDY Start Date: 17 Apr 2005

Origin Airport Code: IAD [Click here to search for an airport code](#)

Will you elect to drive regardless of the mileage (POV)? Yes

Enter government airfare cost: \$ 250 (Enter nearest dollar amount) [Click here to look up government airfare rates](#)

Maximum lodging rate per day for this location: \$ 500 (Enter nearest dollar amount) [Click here to search for per diem rate for this location](#)

Are you requesting any special travel variations? No

Any special travel variations must be annotated in the Remarks/Comments block for CHRA approval.

Additional Requirements:

Privately Owned Auto

☐ For round trip transportation (home/school)

☐

☐

☐

☒ To/From residence and terminal

☐ To/From terminal and TDY lodging

Taxi or Pl

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Enter the Max lodging rate per day for the location.



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CHRTAS Application System

Student Travel Requirements Worksheet	
Student Information	Application Information
SSN: 123-12-1234 Name: TEST, TEST DOB: 1/1/1925 Phone: (232) 232-2322 Duty Location: SPRINGLAKE, CA Resident: WOODBRIDGE, CA eMail: ihill@asmr.com Supervisor Name: SUPERVISOR Supervisor Phone: (232) 232-2322 Supervisor eMail: altassup@asmr.com	FY: 2005 School: 010 Course: GB7AA76 Phase: Class: 001 Course Title: A76 FOR HR PROFESSIONALS School Name: Civilian Human Resource Management School Class Location: ABERDEEN PROVING, MD Start Date: 4/18/2005 End Date: 4/22/2005 Delivery Method: Classroom Remarks: None

Travel Request
Travel Requirement: TDY And Return Means: Commercial Mode: Air

TDY Worksheet
Travel allowance estimates are based on roundtrip cost of airfare from the Origin Airport Code (taken from your student profile) to the class location. If the Origin Airport Code is incorrect/blank, please update.
Desired TDY Start Date: 17 Apr 2005
Origin Airport Code: JAD Click here to search for an airport code
Will you elect to drive regardless of the mileage (POV)? Yes
Enter government airfare cost: \$ 250 (Enter nearest dollar amount) Click here to look up government airfare rates
Maximum lodging rate per day for this location: \$ 500 (Enter nearest dollar amount) Click here to search for per diem rate for this location
Are you requesting any special travel variations? No
Any special travel variations must be annotated in Remarks/Comments block for CHRA approval.
Additional Requirements: Yes
Privately Owned Auto <input type="checkbox"/> For round trip transportation <input type="checkbox"/> For TDY vicinity <input type="checkbox"/> To/From residence and terminal <input type="checkbox"/> Driver <input type="checkbox"/> With Passenger <input type="checkbox"/> Passenger
Taxi or Public Transportation <input checked="" type="checkbox"/> To/From residence and terminal <input type="checkbox"/> To/From terminal and TDY lodging

If you need to request any special travel variations do it here.

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How to Apply for Travel

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Origin Airport Code: [Click here to search for an airport code](#)

Will you elect to drive regardless of the mileage (POV)? ☒ Yes ☐ No

Enter government airfare cost: \$ (Enter nearest dollar amount) [Click here to look up government airfare rates](#)

Maximum lodging rate per day for this location: \$ (Enter nearest dollar amount) [Click here to search for per diem rate for this location](#)

Are you requesting any special travel variations? ☐ No ☐ Yes

Any special travel variations must be annotated in the Remarks/Comments block for CHRA approval.

Additional Requirements:

Privately Owned Auto

☐ For round trip transportation (home/school)

☐ For TDY vicinity

☐ To/From residence and terminal

☐ Driver: ☐ With Passenger/s:

☐ Passenger

Taxi or Public Transportation

☒ To/From residence and terminal

☐ To/From terminal and TDY lodging

☐ TDY vicinity (occasional)

☐ Hotel Parking

☐ Hotel Taxes

☐ Airport Parking (restricted to cost of round trip airport shuttle/taxi)

☐ Telephone Calls IAW JTR

☐ Laundry (for courses that exceed 10 days)

☐ Shipping/Postage for course materials

☐ ATM Fees

☐ Toll Charges

Remarks/Comments for CHRA

Please enter any comments you would like seen by CHRA

Aug 4 2004 9:33AM: Jul 28 2004 3:57PM: I want to attend this location at these rates.

[Press to submit Travel Requirements Worksheet to CHRA](#)

[Questions? Problems? Suggestions? Please email us now.](#)

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**This next section
is your chance to
show any
additional travel
requirements you
may have.**



How to Apply for Travel

Civilian Human Resource Training Application System - CHRTAS [Main Menu](#)

Origin Airport Code: [Click here to search for an airport code](#)

Will you elect to drive regardless of the mileage (POV)?

Enter government airfare cost: \$ [\(Enter nearest dollar amount\) Click here to look up government airfare rates](#)

Maximum lodging rate per day for this location: \$ [\(Enter nearest dollar amount\) Click here to search for per diem rate for this location](#)

Are you requesting any special travel variations?

Any special travel variations must be annotated in the Remarks/Comments block for CHRA approval.

Additional Requirements:

Privately Owned Auto

- ☒ For round trip transportation (home/school)
- ☐ For TDY vicinity
- ☐ To/From residence and terminal
- ☒ Driver ☐ With Passenger/s:
- ☐ Passenger


Taxi or Public Transportation

- ☒ To/From residence and terminal
- ☐ To/From terminal and TDY lodging
- ☐ TDY vicinity (occasional)

- ☒ Hotel Parking
- ☐ Hotel Taxes
- ☒ Airport Parking (restricted to cost of round trip airport shuttle/taxi)
- ☐ Telephone Calls IAW JTR
- ☒ Laundry (for courses that exceed 10 days)
- ☒ Shipping/Postage for course materials
- ☐ ATM Fees
- ☐ Toll Charges

Remarks/Comments for CHRA

Please enter any comments you would like seen by CHRA



Press to submit Travel Requirements Worksheet to CHRA

Once you are finished, press the Submit button.


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CHRTAS Application System

The travel request for TEST, TEST to attend the following course has been submitted to CHRA.

FY: 2005 **School:** 010 **Course:** GB7AA76 **Phase:** **Class:** 001
Course Title: A76 FOR HR PROFESSIONALS
School Name: Civilian Human Resource Management School
Class Location: ABERDEEN PROVING, MD
Start Date: 4/18/2005 **End Date:** 4/22/2005
Delivery Method: Classroom

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**TDY and Return
confirmation.**

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